

# Academic Policy & Planning Committee Minutes

## Meeting: Thursday, January 23, 2014 – Board Room, B-100 – 2:00 PM

X Chair – Sofia Ramirez-Gelpi  
X Applied Social Sciences – Judith Dal Porto  
X Business – Carmen Montañez-Rodríguez  
X Counseling – Lydia Maxwell  
X English – Jennifer Jozwiak  
X Fine Arts – Michael Dempsey  
X Kinesiology, Rec & Athletics – Sheri Bates  
Health Sciences – Larry Manalo

### INVITEES

X Dean, Academic Affairs – Roanna Bennie  
X Dean, Academic Affairs – Paul Murphy  
Dean, Academic Affairs – Nancy Meddings  
Dean, Student Services – Robert Parisi

### VOTING MEMBERS

X Industrial Technology – Robert Mabry  
X Languages & Communication – Melinda Nishimori  
X Life and Physical Sciences – Rob Lennihan  
X Mathematics Sciences – Derek Mitchem  
X Academic/Student Services – Sandra Bierdzinski  
X Public Safety – Mike Messina  
X Social & Behavioral Sciences – Tom VanderMolen  
X Student Representative – Nick Presher

Dean, Academic Affairs – Ardis Neilsen  
Dean, Matriculation/Counseling – vacant  
Dean, Extended Campus – Rick Rantz  
Associate Dean/Athletic Director – Kim Ensing

### NON-VOTING MEMBERS

X Curriculum Specialist – Rebecca Andres  
Admissions & Records – Janet Hooghuis  
X Articulation – David DeGroot  
X VP, Academic Affairs – Luis Sánchez  
Community Education – vacant  
Part-Time Faculty Union – vacant

### OTHER:

Karen Tait, past AP&P Chair

### GUESTS:

Robert Weir, Jennie Robertson

- I. **Approval of Minutes** - a motion was made to approve the minutes of the October 31, 2013 meeting.
- II. **Approval of the Agenda** - a motion was made to approve the agenda as distributed.
- III. **Curriculum – Other**
  - a. **CURRICUNET REVIEW PROCESS** - the committee continued its review (from fall 2013) of Curriculum Procedures and Processes proposed for CurricUnet implementation.
    - i. **Action:** a motion was made to recommend the electronic review processes proposed (and as modified in the attachment) for new courses and major modifications curriculum proposals. (M/S/P Lennihan/Mitchem)
    - ii. **Action:** a motion was made to recommend the electronic review processes proposed (and as modified on the attachment) for minor modification curriculum proposals. (M/S/P – DalPorto/VanderMolen)
- IV. **Public Remarks**

*The section of the agenda is intended for members of the public to address the committee on items involving curriculum development and approval. Time limits and procedures to address the committee apply to this part of the agenda. Public comment not pertaining to specific agenda items is welcome under this section as well. When public remarks are completed regarding a specific agenda item, discussion is then confined to committee members only. This practice is in accordance with the Brown Act.*
- V. **Reports** – none
- VI. **Call for Future Agenda Items** – none
- VII. **Call to Adjourn** – the meeting was adjourned at 3:30 p.m.

# Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday, January 31, 2014 – Location: LRC – 2:00 PM

## VOTING MEMBERS

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|--|--|
| X Chair – Sofia Ramírez-Gelpí<br>X Applied Social Sciences – Judith Dal Porto<br>Business – Carmen Montañez-Rodríguez<br>X Counseling – Lydia Maxwell<br>X English – Jennifer Jozwiak<br>X Fine Arts – Michael Dempsey<br>X Kinesiology, Rec & Athletics – Sheri Bates<br>Health Sciences – Larry Manalo | X Industrial Technology – Robert Mabry<br>X Languages & Communication – Melinda Nishimori<br>X Life and Physical Sciences – Rob Lennihan<br>X Mathematics Sciences – Derek Mitchem<br>X Academic/Student Affairs – Sandra Bierdzinski<br>Public Safety – Mike Messina<br>X Social & Behavioral Sciences – Tom VanderMolen<br>Student Representative – Nick Presher |
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## NON-VOTING MEMBERS

- |   |
|---|
| x Curriculum Specialist – Rebecca Andres<br>X Admissions & Records – Janet<br>Articulation – David DeGroot<br>VP, Academic Affairs – Luis Sánchez<br>Community Education – vacant |
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## OTHER:

- |  |   |
|--|---|
| Dean, Academic Affairs – Ardis Neilsen<br>Dean, Matriculation/Counseling – vacant<br>Dean, Extended Campus – Rick Rantz<br>Associate Dean/Athletic Director – Kim Ensing | Karen Tait, past AP&P Chair<br>Part-Time Faculty Union – Danielle Blanchard |
|--|---|

- INVITEES**  
 Dean, Academic Affairs – Roanna Bennie  
 Dean, Academic Affairs – Paul Murphy  
 Dean, Academic Affairs – Nancy Meddings  
 Dean, Student Services – Robert Paris

- I. **Approval of Minutes** – a motion was made to approve the minutes of the January 23, 2013 meeting. (M/S/P Mitchem/Dempsey)
- II. **Approval of the Agenda** – a motion was made to approve the agenda as distributed. (M/S/P – Manalo/Maxwell)
- III. **Curriculum – Consent Items**

Type of proposal	Prefix & number	Course title (units)
a) Course Drops	EL 114	Fundamentals of AC Circuit Analysis Lab (1 unit)
	EL 113	Fundamentals of AC Circuit Analysis (1.5 units)
	EL 112	Fundamentals of DC Circuit Analysis Lab (1 unit)
	EL 111	Fundamentals of DC Circuit Analysis (1.5 units)
b) Textbook Changes	SPAN 101	Elementary Spanish I (5 units)
	SPAN 102	Elementary Spanish II (5 units)
c) ACTION	i. A motion was made to table the EL course drops until the full impact to programs is known. (M/S/P Dempsey/Lennihan)	
	ii. A motion was made to approve textbook changes. (M/S/P Dempsey/Bierdzinski)	

## IV. Curriculum 1st Reading

Type of proposal	Prefix & number	Course title (units)
a) New Courses Agency Mandated	FT 120	Fire Command 2A: Command Tactics at major Fires (2.5 units)
	FT 131	Fire Management 2A: Organizational Development and Human Relations (2.5 units)
b) New Course	PSY 105	Research Methods in Psychology (3 units)
c) Course Mods	PSY 101	General Psychology (3 units)
	PSY 113	Theories of Personality (3 units)
	PSY 117	Child Psychology (3 units)
	PSY 118	Human Development Across the Lifespan (3 units)
	PSY 119	Abnormal Psychology (3 units)
	PSY 120	Cultural Psychology (3 units)

	PSY 121	Social Psychology (3 units)
d) Textbook Changes	SPAN 101	Elementary Spanish I (5 units)
	SPAN 102	Elementary Spanish II (5 units)
e) ACTION:	i. A motion was made to recommend for consideration new courses and course modifications presented for 1 <sup>st</sup> reading. (M/S/P Dempsey/Dal Porto)	
f) General Education		
AHC GE – Area 1	AG 102	
AHC GE – Area 2A	PSY 101, 113, 117, 118, 119, 120, 121, and SOC102	
AHC GE – Area 5	PSY 118 and 120	
CSU GE – D9	PSY 101, 113, 117, 118, 119, 120, 121	
CSU GE – DO	SOC 102	
IGETC – 4I	PSY 101, 113, 117, 118, 119, 120, 121	
IGETC – 4J	SOC 102	
MCGS	PSY 120	
g) Action	i. A motion was made to recommend for consideration courses proposed for general education eligibility. (M/S/P Dempsey/1 abstention)	

**V. Curriculum 2nd Reading - none**

**VI. Curriculum Other - None**

**VII. Public Remarks**

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**VIII. Reports**

- i. Counseling – Lydia Maxwell reminded the committee that PCA's must be enforced; departments should review their program listings on the AHC website.
- ii. Articulation – ADT's required to be in place by fall 2014 will fall short

**IX. Call for Future Agenda Items - none**

**X. Call to Adjourn** – the meeting was adjourned at 3:40 p.m





# Academic Policy & Planning Committee Minutes

## Meeting: Thursday, February 13, 2014 – Location G 106 – 2:00 PM

### VOTING MEMBERS

X Chair – Sofia Ramírez-Gelpí X Applied Social Sciences – Judith Dal Porto X Business – Carmen Montañez-Rodríguez Counseling – Lydia Maxwell X English – Jennifer Jozwiak Fine Arts – Michael Dempsey X Kinesiology, Rec & Athletics – Sheri Bates X Health Sciences – Larry Manalo	X Industrial Technology – Robert Mabry X Languages & Communication – Melinda Nishimori X Life and Physical Sciences – Rob Lennihan X Mathematics Sciences – Derek Mitchem X Academic/Student Affairs – Sandra Bierdzinski X Public Safety – Mike Messina X Social & Behavioral Sciences – Tom VanderMolen Student Representative – Nick Presher
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### NON-VOTING MEMBERS

x Curriculum Specialist – Rebecca Andres  
 X Admissions & Records – Janet  
 Articulation – David DeGroot  
 VP, Academic Affairs – Luis Sánchez  
 Community Education – vacant

### INVITEES

Dean, Academic Affairs – Roanna Bennie Dean, Academic Affairs – Paul Murphy Dean, Academic Affairs – Nancy Meddings Dean, Student Services – Robert Paris	Dean, Academic Affairs – Ardis Neilsen Dean, Matriculation/Counseling – vacant Dean, Extended Campus – Rick Rantz Associate Dean/Athletic Director – Kim Ensing
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### OTHER:

Karen Tait, past AP&P Chair  
 Part-Time Faculty Union – Danielle Blanchard

- I. **Approval of Minutes** – the minutes of the January 30, 2013 meeting will be reviewed at the next meeting.
- II. **Approval of the Agenda** – a motion was made to approve the agenda as distributed. (M/S/P – Manalo/Maxwell)
- III. **Curriculum – 2<sup>nd</sup> Reading (Consent Items)**

Type of proposal	Prefix & number	Course title (units)
a) New Courses Agency Mandated	FT 120	Fire Command 2A: Command Tactics at major Fires (2.5 units)
	FT 131	Fire Management 2A: Organizational Development and Human Relations (2.5 units)
b) New Course	PSY 105	Research Methods in Psychology (3 units)
c) Course Mods	PSY 101	General Psychology (3 units)
	PSY 113	Theories of Personality (3 units)
	PSY 117	Child Psychology (3 units)
	PSY 118	Human Development Across the Lifespan (3 units)
	PSY 119	Abnormal Psychology (3 units)
	PSY 120	Cultural Psychology (3 units)
	PSY 121	Social Psychology (3 units)
d) Textbook Changes	SPAN 101	Elementary Spanish I (5 units)
	SPAN 102	Elementary Spanish II (5 units)
e) ACTION:	A motion was made to recommend new courses for adoption. (M/S/P Manalo/Vander Molen)	
	A motion was made to recommend course modifications for adoption. (M/S/P – Manalo/Maxwell)	
f) General Education	AHC GE – Area 1	AG 102
	AHC GE – Area 2A	PSY 101, 113, 117, 118, 119, 120, 121, and SOC102
	AHC GE – Area 5	PSY 118 and 120
	CSU GE – D9	PSY 101, 113, 117, 118, 119, 120, 121
	CSU GE – DO	SOC 102
	IGETC – 4I	PSY 101, 113, 117, 118, 119, 120, 121
	IGETC – 4J	SOC 102

MCGS	PSY 120
g) Action	i. A motion was made to recommend courses eligible for AHC GE. (M/S/P Manalo /Jozwiak – 10 yes; 0 no; 1 abstention – Maxwell)
	ii. A motion was made to recommend courses eligible for CSU GE. (M/S/P – Manalo/Maxwell)
	iii. A motion was made to recommend courses eligible for IGETC. (M/S/P – Manalo/Maxwell)
	iv. A motion was made to recommend courses eligible for MCGS. (M/S/P – Manalo/Maxwell)

#### IV. Curriculum – First Reading

Type of proposal	Prefix & number	Course title (units)
a) New Courses	GRPH 127	History of Graphic Design (3 units)
		COMMITTEE RECOMMENDATIONS: Unit/Hour table needs fixing; C-ID descriptor is needed when course is to meet C-ID approval; an English advisory course is recommended due to the research and writing assignment in outside assignments.
b) Course Mods	MT 314	CNC Principles and Practices 3 (4 units)
		The course is being proposed as a 100-level course, MT 112. Revise advisory language. The 300-level course will need a drop/sunset.
	MT 331	Understanding and Measuring GD&T (3 units)
		The course is being proposed as a 100-level course, MT 118. Revise advisory language. 300-level course will need drop/sunset.
	MT 109	Survey of Machining (4 units)
	MT 110	CNC Principles and Practices 1 (4 units)
		Revise advisory language; Revise number for the prereq listed in the catalog description.
	MT 111	CNC Principles and Practices 2 (4 units)
		Revise advisory language. Students who have taken the experimental course.
	ECS 115	Caring for Infants and Toddlers (3 units)
	ECS 310	Art for Young Children (0.5 units)
	PHTO 120	Materials and Processes (2 units)
	PHTO 130	Advanced Black & White Photography (2 units)
	PHTO 140	Intro to Color Photography (2 units)
	PHTO 170	Digital Photography (2 units)
	PHTO 380	Black and White Photo Lab 1 (0.5 units)
	PHTO 381	Black and White Photo Lab 2 (1 unit)
	PHTO 382	Color Photo Lab 1 (0.5 units)
	PHTO 383	Color Photo Lab 2 (1 unit)
	PHTO 384	Digital Photo Lab 1 (0.5 units)
	PHTO 385	Digital Photo Lab 2 (1 unit)
c) New certificates	SPAN	Certificate of Accomplishment in Elementary Spanish Language Skills (13-15 units)
	SPAN	Certificate of Accomplishment in Intermediate Spanish Language Skills (13-15 units)
	SPAN	Certificate of Accomplishment in Advanced Spanish Language Skills (13-15 units)

d) General Education		
AHC GE - Area 2A	SOC 120	
CSU GE – D0	SOC 120	
IGETC – 4J	SOC 120	
e) ACTION:		
	A motion was made to recommend new courses, MT, and ECS course modifications for consideration. (M/S/P Maxwell/Manalo)	
	A motion was made to table discussion of PHTO course modifications until the initiator could be present to address questions. (M/S/P Lennihan/Manalo)	
	A motion was made to recommend new certificates for consideration. (M/S/P Manalo/Maxwell)	
	A motion was made to recommend SOC 120 for general education consideration. (M/S/P	

**V. Curriculum – Other**  
None

**VI. Public Remarks**

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**VII. Reports**

- i. Curricunet - The final draft of the AHC Curriculum Review Process was distributed to the committee. (attached). The spring 2014 timeline for CurricUnet implementation was reviewed.

**VIII. Call for Future Agenda Items - none**

**IX. Call to Adjourn**– the meeting was adjourned at 4 p.m



## CURRICULUM PROPOSAL PROCEDURES & PROCESSES

### PROPOSALS FOR NEW AND REVISED CURRICULUM

There are different types of curriculum proposals: new courses and programs, major or minor modifications to existing courses and programs, requests for distance learning modality, or request for approval as a general education course. The steps in the submission and review process are determined by the type of proposal being submitted. The review processes (new, major, minor, etc.) and types of proposals are listed below. All proposals are included in a summary report prepared at the end of each semester.

#### Consent Agenda Items/ Technical Changes

Technical changes to the course outline of record are communicated to the committee on the consent agenda. Submission of a technical change will be reviewed at the department level and the department chairperson will conduct and record the vote. The Curriculum Specialist will report changes to the committee chairperson for inclusion in the consent agenda at the next scheduled meeting. Technical changes will be forwarded to the appropriate department/person identified below. It will be the purview of the AP&P Committee to remove any item from the consent agenda to place on the regular agenda for review and discussion.

#### **Technical Change**

Corrections

New edition textbook

Change textbook

Supplies/Supplemental Readings

\*Adding/Revising Course Outcomes

New Topic with no changes to COR

#### **Curriculum Specialist will forward/notify:**

Scheduling Office

LRC

LRC

LRC

Learning Outcomes Analyst (updates eLumen)

Scheduling Office

*\*Technical change process does not apply to courses that are active participatory courses related in content or courses that have been designated as part of a family of courses.*

#### Minor Modifications

Minor modifications to a program or course outline of record will be reviewed by the curriculum committee and placed on the consent agenda. A minor modification proposal may be submitted if the modification(s) do not substantially change the overall scope of the course, or program, and do not materially affect the standards (statutory or regulatory) by which the course was approved. Minor revisions will be pre-screened prior to being placed on the consent agenda for committee action and vote. It will be the purview of the AP&P Committee to remove any minor modification proposal from the consent agenda to place on the regular agenda for further review and discussion.

1. minor or non-substantial revisions to catalog description, course or program objectives, or course content
2. course or program title change
3. course prefix change (within the same level, e.g. 300 level to 300 level)
4. new special topics that include minor modifications to the course outline of record.
5. adding/removing courses in a program's selected/elective units
6. mandates from state or federal agencies (a.k.a. state-mandated modifications), verification must be attached)
7. modifications required for C-ID approval (must attach CID descriptor)

Note: depending on the proposed changes a proposal may be re-routed as a major modification).

### New Proposals and Major Modifications

New curriculum proposals and major modifications to courses and programs require a full review by the curriculum committee. New curriculum proposals should be well planned with special attention to established processes and deadlines prior to submitting in CurricUnet. Major modifications to a course outline of record can be compared to writing an integrated course outline and/or leveling courses in that the modifications being proposed trigger a complete analysis of the course outline. (see *Curriculum Development Handbook Sections 3 and 4, The Course Outline of Record: A Curriculum Reference Guide, ASCCCC, 2008*).

In addition to new curriculum, major modifications require a full review and recommendation by the curriculum committee including but not limited to:

1. new curriculum (including experimental courses and new special topic shells)
2. new degree or certificate (including low-unit certificates)
3. conversion to distance learning as an instructional methodology
4. major change to catalog description, objectives, or content which:  
    calls into question the ability of the course or program to meet standards in Title 5 or locally established policies.
5. Changing a course from one level to another (e.g. 300-level to 100-level, etc.)
6. drop/sunset course, degree or certificate
7. adding or removing courses from a programs core units
8. increase or decrease in course units or hours
9. changes to the following course data elements: TOP code, SAM code, transfer status, and basic skills , non-credit or credit status
10. Request for general education course status (AHC GE, multicultural gender studies, and physical education, health education and first aid and safety)
11. Reclassification of AHC general education or multicultural gender studies
12. establish a new prerequisite, corequisite, advisory, or limitation on enrollment
13. modify an existing prerequisite, corequisite, advisory or limitation on enrollment
14. cross listing of an existing course
15. designation of course repeatability status

Allan Hancock College  
 New or Major Modification –Curriculum Review Process

Discipline Faculty and Department Collaboration  
 REQUIRED Prior to CurricUnet Submissions

**Level 1.00**  
 Initiator

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**Level 2.00**  
 Dept. AP&P Rep

**Level 3.00**

Adaptive Technology/Internet Access Specialist <i>(only if DL request)</i>	Learning/Library ResourcesLRC Dean	Distance Learning Coordinator <i>(only if DL request)</i>	Articulation Officer <i>(only if 100-level course)</i>	Curriculum Specialist
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**Level 4.00**

Department/ Discipline Faculty	Department Dean	Dept. Chair
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**Level 5.00**

Vice President Academic Affairs	AP&P Committee
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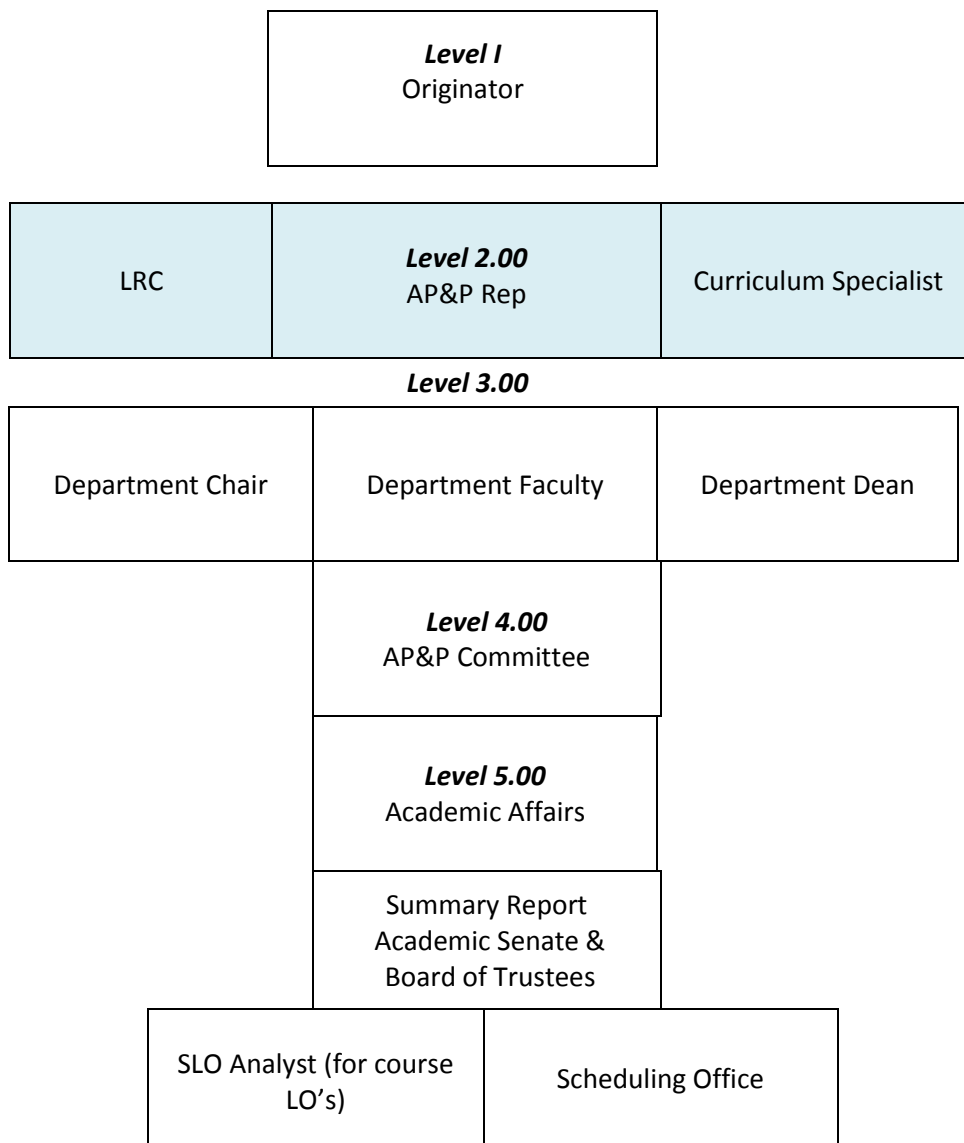
**Level 6.00**  
 Academic Affairs

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Summary Report  
 Academic Senate &  
 Board Approval

Scheduling Office <i>(updates Banner)</i>	SLO Analyst <i>(updates elumen if applicable)</i>
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Allan Hancock College  
 Minor Modification Curriculum Review Process




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Consent Agenda Items: Technical Changes

Faculty Initiator  
Department/Discipline Faculty/Dept. Chair/Curriculum Specialist  
Consent Agenda  
Appropriate Dept/Staff Notification

## New Curriculum or Major Modification Process

Prior to CurricUnet-Initiators will collaborate with their AP&P representative, department chair, department/discipline faculty (including faculty in other departments or disciplines, articulation officer, DL coordinator or staff) and meet with their dean.

The department dean assists faculty initiators in planning and preparing curriculum proposals that are appropriate to the mission of the college, that demonstrate a need, and which have the necessary resources available to offer the course/program within 2 years.

Initiators will need to refer to the Curriculum Development Handbook and review pertinent curriculum related policies and procedures prior to working on a proposal. (*Current process, ref. Curriculum Development Handbook, Section 2 Roles and Responsibilities*)

### CurricUnet Review Levels

- Level 1 Faculty initiator, selects the appropriate curriculum proposal process (major, minor, new, etc.) in CurricUnet and completes all sections of the proposal and course outline fields and submits the course to be reviewed in CurricUnet.
- Level 2 AP&P Rep reviews the proposal in CurricUnet and assists initiators in submitting a complete curriculum proposal. (*Current process, ref. Curriculum Development Handbook, Sec 2*)
- Level 3 Persons reviewing at this level may request changes to a proposal based on their area of expertise.
- Articulation Officer reviews all 100-level course proposals for appropriate content and ensures that comparable UC and CSU courses have been included in the proposal. (*Current process, ref. Curriculum Development Handbook, Sec 2, CSU Guiding Notes for General Education Course Reviewers*)
- Adaptive Technology Internet Access Specialist reviews distance learning course proposals to ensure that the course is accessible to all students and addressed early in the curriculum development process; comments may include recommendations that ensure accessibility to all students. (*Current process, ref CCCCCO Distance Education Accessibility Guideline for Students with Disabilities*)
- DL Coordinator reviews proposals for distance learning modality and reports findings to LRC dean. (*Current process*)
- Library/LearningResources/LRC Dean - available library resources are researched by librarians and the findings are forwarded to LRC dean; LRC dean documents available resources and/or estimated costs to purchase adequate library resources; recommends proposals for distance learning modality, may request appropriate corrections/revisions. (*Current process*)
- Curriculum Specialist - verifies correct proposal process is being used (major/minor, etc), reviews for technical errors, appropriate attachments and monitors all submissions during the review process. (*Current process*)
- Level 4 Department and/or discipline faculty review the proposal and may submit comments, suggestions, etc.
- Dept. Dean acknowledges his/her involvement in the proposal process; assigns T.O.P. and SAM codes to courses/programs, and may recommend a proposal for AP&P review or include minority report; forwards proposal to the next level.
- Dept. Chair assists faculty initiators in the proposal process as needed and reviews the proposal; conducts and records department vote; considers course/program proposal impact on scheduling.

- Level 5 Vice President Academic Affairs reviews proposals with special attention to need, feasibility, quality, and compliance; may request additional information. (*Current process, ref CIO Manual July 16, 2012*)
- AP&P Committee reviews curriculum proposals via CurricUnet in preparation for AP&P meetings; ensures course quality, standards, and integrity of curriculum; may requests revisions and/or documentation; meets to formally vote for recommendations. (*Current process, ref Curriculum Development Handbook, Section 1, The AP&P Committee*)
- Level 6 Academic Affairs reviews recommended proposals and prepares summary report to Academic Senate and Board of Trustees for approval; prepares proposals for submission to Chancellor's Office; forwards approved curriculum to appropriate departments.

### Minor Revision Process

- Level 1 Faculty Originator after collaboration with faculty peers and department dean, completes all screens in CNET and submits proposal.
- Level 2 AP&P Rep reviews the the proposal in CurricUnet and assists initiators in submitting a complete curriculum proposal.
- Curriculum Specialist - verifies correct proposal process is being used (major/minor, etc), monitors all submissions in the review process, reviews for technical errors, appropriate attachments etc.
- Library/Learning Resources LRC Dean - available library resources are researched by librarians and the findings are forwarded to LRC dean; LRC dean documents available resources and/or estimated costs to purchase adequate library resources.
- Level 3 Department and/or discipline faculty review the proposal.
- Dept. Chair assists faculty initiators in the proposal process as needed and reviews the proposal; conducts and records department vote.
- Department dean reviews proposal and forwards to next level..
- Level 4 AP&P Committee reviews courses in CurricUNET in preparation for meetings, meets to vote for recommendation to adopt.
- Level 5 Academic Affairs reviews minor revisions for inclusion in summary report; prepares proposals for submission to the state's course/program inventory; forwards modified curriculum to appropriate department.

# Academic Policy & Planning Committee Minutes

Meeting: Thursday, February 20, 2014 – Location C-20 – 2:00 PM

## VOTING MEMBERS

X Chair – Sofia Ramirez Gelpi  
 X Academic Student Affairs – Sandra Bierdzinski  
 X Applied Social Sciences – Judith Dal Porto

Business – Carmen Montañez-Rodriguez  
 X Counseling – Lydia Maxwell  
 X English – Jennifer Jozwiak  
 X Fine Arts – Michael Dempsey

X Health Sciences – Larry Manalo

X Industrial Technology – Robert Mabry  
 X Kinesiology, Rec, & Athletics – Sheri Bates  
 X Language & Communication – Melinda Nishimori  
 X Life & Physical Sciences – Rob Lennihan  
 X Mathematics Sciences – Derek Mitchem  
 X Public Safety – Mike Messina  
 X Social & Behavioral Sciences – Tom VanderMolen  
 X Student Representative – Nick Presher

## NON-VOTING MEMBERS

A Curriculum Specialist – Rebecca Andres  
 Admission & Records – Janet Hooghuis  
 Articulation – David DeGroot

VP, Academic Affairs – Luis Sanchez

## OTHERS

Past AP&P Chair – Karen Tait  
 PT Faculty Union – Danielle Blanchard

## INVITEES

X Dean, Academic Affairs – Roanna Bennie  
 Dean, Academic Affairs – Paul Murphy  
 Dean, Academic Affairs – Nancy Meddings  
 Dean, Student Services – Robert Parisi

Dean, Academic Affairs – Ardis Nielsen  
 Dean, Matriculation/Counseling – vacant  
 Dean, Extended Campus – Rick Rantz  
 Associate Dean/Athletic Director – Kim Ensing

## I. Approval of the Minutes

Motion: Accept the minutes, Jan 30, 2014, as written (M/S/P: Lennihan, VanderMolen)

Amendments to the Minutes:

Melinda Nishimori was present during the meeting.

i. A motion was made to table the EL course drops until the full impact to programs is known. (M/S/P Dempsey/Lennihan)

Amend: A motion was made to table the EL course drops until the full impact to affected certificate and degree programs is known.

General Education Proposals:

(g) Action: A motion was made to recommend for consideration courses proposed for general education eligibility. (M/S/P Dempsey/1 abstention)

Amend: A motion was made to recommend for consideration courses proposed for AHC GE, CSU GE, IGETC, and/or MCGS. (M/S/P: Dempsey/Maxwell/ Abstain – Maxwell).

i. Reports: Counseling – Lydia Maxwell reminded the committee that PCA's must be enforced; departments should review their program listings on the AHC website.

Amend: Lydia Maxwell reminded the committee that the processes to appeal prerequisites and co-requisites must be adhered to. She also asked the AP&P Representatives to have their respective departments review and ensure accuracy of their program listings on the AHC website.

i. Articulation – ADT's required to be in place by fall 2014 will fall short

Amend: Articulation - The various disciplines have been working on adopting ADT curriculum, however, the required number of ADTs to be in place and in the catalog by fall 2014 may not meet the deadline.

Motion: Accept minutes of Jan 30, 2014 as amended: (M/S/P: Lennihan, Maxwell. Yes – 13, No – 0, Abstain – 0)

Motion: Accept the minutes as written for Feb 13, 2014. (M/S/P: Lennihan/Maxwell – Yes 13, No – 0, Abstain – 0)



Amend: Change the title of the document from “agenda” to minutes”

General Education Requests for SOC 120.  
A motion was made to recommend SOC 120 for general education consideration. (M/S/P

Amend: A motion was made to recommend SOC 120 for AHC GE Area 2 A, CSU GE D0, and IGETC 4J for consideration. (M/S/P: Manalo/Maxwell)

Motion: Accept the minutes of Feb 13, 2014 as amended. (M/S/P Jozwiak, Lennihan. Abstain - Dempsey)

Discussion:

- Change of language: change agenda to minutes.
- Change of language: Motion for Soc 120 would be same as above.

Motion: Accept the minutes of Feb 13, 2014 as amended. (M/S/P Jozwiak, Lennihan. Abstain )

AP&P Nominations for Chairperson. To date, there are no nominations for the position. There were discussions regarding the job description, demands, and current reassigned time for the position.

Motion: There is no interest in taking on the position due to the mounting and expanding roles, responsibilities, and demands of the position and insufficient reassigned time. (M/S/P: Dempsey, Lennihan. Yes -13, No -0, Abstain - 0)

II. Approval of the Agenda. Motion to accept the agenda as written. (M/S/P: Jozwiak, Lennihan – Yes - 13, NO-0, Abstain – 0)

III. Curriculum – 2<sup>nd</sup> Reading (Consent Items).

Prefix & Number	Course Title and Units	Type of Proposal	Action
	Certificate of Accomplishment in Elementary Spanish Language Skills (13-15 units)	New Certificate	Motion: Adopt the items in the consent agenda. (M/S/P: Mitchem/Bierdzinski – Yes – 13, No -0, Abstain – 0)
	Certificate of Accomplishment in Intermediate Spanish Language Skills (13-15 units)	New Certificate	
	Certificate of Accomplishment in Advanced Spanish Language Skills (13-15 units)	New Certificate	
SOC 120	Race and Ethnic Relations	AHC GE 2A CSU GE D9 IGETC 4I	

IV. Curriculum – First Reading

Prefix & Number	Course Title and Units	Type of Proposal	Committee Recommendations and Actions
AB/AT/ET/MT/WLDT 381	Industrial Mathematics (3 units)	Course Mod	Discussion: Possible duplication because of the use of math in the industry for stage craft. Recommend: “An introduction to math used in the IT programs.” To be included in the course

			description. Include exclusion statement: The course is not eligible for students who are enrolled or have completed the other courses.
AT/ET/MT 330	Print Reading and Interpretation (3 units)	Course Mod	Clarification: Match the proposed course prefix and number. AT 117. The course will be submitted as a new course proposal due to new course as a 100-level course. Include statement regarding the students who had taken the previous course. Include exclusion language in the catalog description. *Work with Sofia and Rebecca regarding the necessary changes.
PHTO 120	Materials and Processes (2 units)	Course Mod	Sofia R-Gelpi discussed the pathways for these PHTO courses. Recommend: Include the course objectives of the prerequisite course. Check currency on textbook..
PHTO 130	Advanced Black & White Photography (2 units)	Course Mod	Check: COR of prerequisite courses to align prerequisite skills. Check currency on textbook or provide a rationale for using the textbook.
PHTO 140	Intro to Color Photography (2 units)	Course Mod	Check: COR of prerequisite courses to align prerequisite skills. Need: Contact Hours and weeks.
PHTO 170	Digital Photography (2 units)	Course Mod	No advisory language needed in catalog description.
PHTO 380	Black and White Photo Lab 1 (0.5 units)	Course Mod	There is a need to review these courses for SLOs. The course numbering may be interpreted as a "sequence". The student has the option for these courses. The courses are not intended for skills progression.
There is discussion regarding the intent of the course title numbers: sequential or not. The content of these courses are tied in with the corresponding co requisite courses.			
PHTO 381	Black and White Photo Lab 2 (1 units)	Course Mod	Participation is part of the evaluation in the other lab courses. Should it be part of this one too?
PHTO 382	Color Photo Lab 1 (0.5 units)	Course Mod	Participation is part of the evaluation. Should it be part of the other courses?
PHTO 383	Color Photo Lab 2 (1 units)	Course Mod	Participation is part of the evaluation. Should it be part of the other courses?
PHTO 384	Digital Photo Lab 1 (0.5 units)	Course Mod	Participation is part of the evaluation. Should it be part of the other courses?
PHTO 385	Digital Photo Lab 2 (1 unit)	Course Mod	Participation is part of the evaluation. Should it be part of the other courses?

Motion: Accept for consideration all of the above courses for first reading (M/S/P: Dempsey, Maxwell – Yes-13, No-0, Abstain-0)

Motion: Move to accept content review for PCA. (M/S/P: Dempsey, Maxwell – Yes 13, No-0, Abstain-0)

Call for Future Agenda: Cross-listing and multiple prefix courses

Adjourned: 4:00 PM. (M/S/P: Maxwell, Dempsey. Yes – 13, No-0, Abstain –0)

Respectfully submitted: Larry Manalo Jr.

# Academic Policy & Planning Committee Minutes

## Meeting: Thursday, February 27, 2014 – Board Room – 2:00 PM

### VOTING MEMBERS

X Chair – Sofia Ramírez-Gelpí  
 Applied Social Sciences – Judith Dal Porto  
 X Business – Carmen Montañez-Rodríguez  
 X Counseling – Lydia Maxwell  
 X English – Jennifer Jozwiak  
 X Fine Arts – Michael Dempsey  
 X Kinesiology, Rec & Athletics – Sheri Bates  
 X Health Sciences – Larry Manalo

X Industrial Technology – Robert Mabry  
 X Languages & Communication – Melinda Nishimori  
 X Life and Physical Sciences – Rob Lennihan  
 X Mathematics Sciences – Derek Mitchem  
 X Academic/Student Services – Sandra Bierdzinski  
 Public Safety – Mike Messina  
 X Social & Behavioral Sciences – Tom VanderMolen  
 Student Representative – Nicholas Presher

### NON-VOTING MEMBERS

X Curriculum Specialist – Rebecca Andres  
 X Admissions & Records – Janet Hooghuis  
 X Articulation – David DeGroot  
 VP, Academic Affairs – Luis Sánchez  
 Community Education – vacant  
 Part-Time Faculty Union –

### OTHER:

Karen Tait, past AP&P Chair

### GUESTS:

Glenn Owen

### INVITEES

X Dean, Academic Affairs – Roanna Bennie  
 Dean, Academic Affairs – Paul Murphy  
 Dean, Academic Affairs – Nancy Meddings  
 Dean, Student Services – Robert Parisi

Dean, Academic Affairs – Ardis Neilsen  
 Dean, Matriculation/Counseling – vacant  
 Dean, Extended Campus – Rick Rantz  
 Associate Dean/Athletic Director – Kim Ensing

I. **Approval of Minutes:** a motion was made to approve the minutes of the February 20, 2014 meeting with amendments. (M/S/P Lennihan/Mitchem)

II. **Approval of the Agenda:** a motion was made to approve the agenda as distributed. (M/S/P Lennihan/Mitchem)

### III. Curriculum 2<sup>nd</sup> Reading:

Proposal Type	Course Prefix	Course Title	Units
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#### a) New

<b>Courses</b>	AT/ ET/ MT 17	Print Reading and Interpretation	3
	AT/ AB/ ET/ MT/ WLDT 300	Shop Math & Measurement	3
		The course prefix and title of the course is being modified from AT/ ET/ MT/ WLDT 381 Industrial Mathematics; the advisory course, eligibility for Math 511, is being removed, and the course content is being updated	
	FT 120	Fire Command 2A: Command Tactics at Major Fires This course is agency mandated.	2.5
	FT 131	Fire Management 2A; Organizational Development and Human Relations This course is agency mandated.	2.5

#### b) Committee action:

i. a motion was made to recommend 2<sup>nd</sup> readings for adoption (M/S/P Mitchem/Lennihan)

### IV. Curriculum – First Reading

Proposal Type	Course Prefix	Course Title	Units
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#### a) New

<b>Courses</b>	AB /AT/ ARCH /EL /ET /MT/ WLDT 350	Skills U.S.A. This course is being proposed as repeatable vocational competition course. Limitation on enrollment for students: complete a skills test prior to the course. Discussion took place regarding competition course outline requirements and repeatability. Discussion included: two competitions are held, state and national; competition begins in spring; when is the skills test given; how to anticipate students will enroll/participate in the competition; will there be transportation costs to students; include sponsorship in course content; how will the course be scheduled; create a prep class; propose the course without repeatability status for more flexibility; should there be an English advisory	4
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COMMITTEE RECOMMENDATIONS: Robert Mabry recommended further

discussion at the department level before moving forward with this proposal. No action pending department discussion

Noncredit: Student interest and release of 2014 GED test prompted the development of two new noncredit courses. Noncredit course hours are listed.

BASK 7006A	GED Test Prep: Math Reasoning	90-102
BASK 7007A	GED Test Prep: Language Arts	90-102
	COMMITTEE RECOMMENDATIONS: none	

**b) Course Mods**

BASK 7005	GED Test Preparation	90-102
	The course is being modified to align with the 2014 GED test.	
	COMMITTEE RECOMMENDATIONS: none	

ESL English as a Second Language: Courses are being updated and modified to address TBA course scheduling.

ESL 532	Writing Skills 1	4
ESL 535	Writing Skills 2	4
ESL 538	Writing Skills 3	4
ESL 541	Writing Skills 4	4
ESL 550	Grammar 1	3
ESL 551	Grammar 2	3
ESL 552	Grammar 3	3

COMMITTEE RECOMMENDATIONS: none

PSY 112	Human Sexuality	3
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Advisory: ENGL 101 and PSY 101

The course is being modified as part of program review and to align with CID (course descriptors).

COMMITTEE RECOMMENDATIONS: correct the advisory course prefixes; in method of evaluation consider removing reference to a multiple choice exam so as not to limit types of exams for the course; in supplemental readings and other materials remove references to "audio" materials as these are not available in the LRC.

**c) GE**

**Request**

AHC GE Area 2A	PSY 112 Human Sexuality
CSU GE D9	PSY 112 Human Sexuality
IGETC 4I	PSY 112 Human Sexuality
MCGS	SOC 120 Race & Ethnic Relations
H&W Area 1	PEIA 185 Intercollegiate Swimming, Women
	COMMITTEE RECOMMENDATIONS: future agenda item to discuss the Health & Wellness, Area 1: Physical Activity (Performance Based) catalog description to include all activity courses and/or to further define and clarify " physical activity" ; formation of general education sub-committee

**d) DL**

**Requests**

MT 116	Mastercam Online
MT 301	Introduction to Safety
MT 302	Quality & Process Improvement
MT 303	Manufacturing Processes and???
MT 304	Maintenance Awareness

**e) Program Mods**

Program modifications in the Industrial Technology department are being made to include a new course. Program units, prefixes, and/or titles are being updated per course modification proposals.

<b>AS/Cert</b>	<b>Auto Body: Auto Body Technology</b>	<b>23</b>
	Selected course listing is being updated per new course and course modification proposals.	
<b>Certificate</b>	<b>Auto Body Metal</b>	<b>18</b>
	Course listings are being updated per course modification proposal; program units will increase from 18 to 19 units.	
<b>AS</b>	<b>Automotive Technology: Automotive Chassis</b>	<b>27</b>
	Adding AT 100 to core units; core units decreasing from 27 to 22 units; addition of selected units to program 8 units minimum; program units increasing from 27 to 30 units.	
<b>AS</b>	<b>Automotive Technology: Auto Service Management</b>	<b>24</b>
	Adding AT 100 to core units; addition of selected units to program 12 unit minimum; program units are increasing from 24 to 30 units; core units decreasing from 24 to 18 units.	
<b>AS</b>	<b>Automotive Technology: Auto Tune-Up Diagnostic Procedures</b>	<b>23</b>
	Adding AT 100 to core units; addition of selected units to program 11 unit minimum; program units are increasing from 23 to 30 units; core units decreasing from 23 to 19 units.	
<b>AS</b>	<b>Automotive Technology: Auto Engine Rebuilding</b>	<b>19</b>
	Removing AT 341 from core and adding AT 336 to core; addition of selected units 12 units minimum; total program units increasing from 19 to 31 units.	
<b>Certificate</b>	<b>Automotive Technology High Tech General Mechanic - Tune-Up Emission Control Specialist</b>	<b>33</b>
	Adding AT 100 to core units; core units decreasing from 33 to 24 units; removing AT 313, 341, and 343 from core; addition of selected units to program 6 units minimum; program total decreasing from 33 to 30 units; the program title is being modified to <u>Automotive Technology General Technician – Tune-Up Emission Control Specialist</u> .	
<b>Certificate</b>	<b>Automotive Technology High-Tech General Mechanic Engine, Power Trains Specialist</b>	<b>35</b>
	The program title is being changed to <u>Automotive Technology: General Technician – Engine, Power Trains Specialist</u> ; AT 100 is being added to core units; core units decrease from 35 to 24 units; addition of selected units section with 6 units minimum	
<b>AS /Cert</b>	<b>Electronics Technology: Electronics Technology w/emphasis in Network Maintenance and Digital Technologies</b>	<b>29</b>
	COMMITTEE RECOMMENDATIONS: correct the placement of the word “and” in core section to read “EL 125 and EL 126”	
<b>Certificate</b>	<b>Engineering Technology: Engineering Drafting</b>	<b>15</b>
<b>AS /Cert</b>	<b>Welding Technology</b>	<b>31</b>
	New recommended electives: WLDT 305, WLDT 350	
<b>Certificate</b>	<b>Welding Technology: Metal Fabrication</b>	<b>20</b>
<b>Certificate</b>	<b>Welding Technology: Pipe Welding</b>	<b>19</b>

The committee discussed the inclusion of the new cross-listed course (AB / AT /ARCH /EL /ET /WLDT 350 Skills U.S.A.) in each of the above programs and whether or not the cross-discipline prefixes should be listed in the program versus just listing the discipline specific prefix. Modified course prefixes and/or course titles are being updated per course modification proposals.

COMMITTEE RECOMMENDATIONS: preference is for students to enroll in and receive credit for the discipline specific course that aligns with their major; course prefix corrections are needed throughout for the Print Reading and Interpretation course; specific recommendations noted above

Environmental Technology program titles are being changed to Environmental Health & Safety to more accurately reflect program content. The following programs are affected:

<b>AS/Cert</b>	<b>Environmental Technology</b>	<b>30</b>
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Certificate	Environmental Technology: HAZWOPER Refresher 8-Hour	16
Certificate	Environmental Technology: Health & Safety Technician	1
Certificate	Environmental Technology: Hazardous Materials – General Site Worker	0.5

COMMITTEE RECOMMENDATIONS: none

- f) **New Program**     **ADT**     **Associate in Art in Psychology for Transfer**     **20**
- New transfer degree may further impact BIOL 100 and MATH 123 enrollments. Sofia reported that a discussion took place with the dean and faculty from both departments.
- COMMITTEE RECOMMENDATIONS: corrections to the template were noted

- g) **Committee action:**
- i. a motion was made to recommend 1<sup>st</sup> readings for consideration with the exception of the cross listed course “Skills U.S.A. (M/S/P Dempsey/Manalo)
  - ii. a motion was made to approve content review of PCA’s (M/S/P Dempsey/Manalo)

**V. Curriculum Other - None**

**VI. Public Remarks: None**

*The section of the agenda is intended for members of the public to address the committee on items involving curriculum development and approval. Time limits and procedures to address the committee apply to this part of the agenda. Public comment not pertaining to specific agenda items is welcome under this section as well. When public remarks are completed regarding a specific agenda item, discussion is then confined to committee members only. This practice is in accordance with the Brown Act.*

**VII. Reports**

Glenn Owen reported that since no one was nominated for AP&P Chair that there would be a recruitment campus wide. He also provided an update to AP&P’s request for reassigned time followed by a discussion on the catalog production timeline.

English – Jennifer Jozwiak requested a different meeting location for AP&P meetings

**VIII. Call for Future Agenda Items: Health & Wellness requirement, general education and PCA subcommittee**

**Call to Adjourn:** a motion was made to adjourn at 4:00 pm

# Academic Policy & Planning Committee Minutes

## Meeting: Thursday, March 6, 2014 Bldg. G, Room 106 – 2:00 PM

### VOTING MEMBERS

X Chair – Sofía Ramírez-Gelpí  
 X Applied Social Sciences – Judith Dal Porto  
     Business – Carmen Montañez-Rodríguez  
 X Counseling – Lydia Maxwell  
 X English – Jennifer Jozwiak  
 X Fine Arts – Michael Dempsey  
 X Kinesiology, Rec & Athletics – Sheri Bates  
 X Health Sciences – Larry Manalo

X Industrial Technology – Robert Mabry  
 X Languages & Communication – Melinda Nishimori  
 X Life and Physical Sciences – Rob Lennihan  
 X Mathematics Sciences – Derek Mitchem  
 X Academic/Student Affairs – Sandra Bierdzinski  
 X Public Safety – Mike Messina  
 X Social & Behavioral Sciences – Tom VanderMolen  
 X Student Representative – Nick Presher

### NON-VOTING MEMBERS

X Curriculum Specialist – Rebecca Andres  
 X Admissions & Records – Janet Hooghuis  
     Articulation – David DeGroot  
 VP, Academic Affairs – Luis Sánchez  
 Community Education – vacant

### GUESTS:

Jody Derry  
 Margaret Warrick

### INVITEES

Dean, Academic Affairs – Roanna Bennie  
 Dean, Academic Affairs – Paul Murphy  
 Dean, Academic Affairs – Nancy Meddings  
 Dean, Student Services – Robert Parisi

Dean, Academic Affairs – Ardis Neilsen  
 Dean, Matriculation/Counseling – vacant  
 Dean, Extended Campus – Rick Rantz  
 Associate Dean/Athletic Director – Kim Ensing

**I. Approval of Minutes** – a motion was made to approve the minutes of the February 27, 2014 meeting. (M/S/P Manalo/Presher)

**II. Approval of the Agenda** – a motion was made to approve the agenda as amended below. (M/S/P Mitchem/Lennihan)

- a) Move item VI, Curriculum Summary Report, to item III on the agenda
- b) Inclusion of an addendum to the agenda's 2<sup>nd</sup> readings – a list of corrected programs for 2<sup>nd</sup> reading has been submitted by the IT department.

### III. Curriculum 2<sup>nd</sup> Reading - Consent Items

Type of Proposal	Course Prefix	Course Title	Units
<b>a) New courses</b>	AB 350	Skills U.S.A. Competition Preparation	3
	ARCH 350	Skills U.S.A. Competition Preparation	3
	AT 350	Skills U.S.A. Competition Preparation	3
	BASK 7006A	GED Test Preparation: Math Reasoning	90-102 hrs
	BASK 7007A	GED Test Preparation: Language Arts	90-102 hrs
	EL 350	Skills U.S.A. Competition Preparation	3
	ET 350	Skills U.S.A. Competition Preparation	3
	MT 112	CNC Principles and Practices 3	4
	MT 118	Understanding and Measuring GD&T	3
	MT 350	Skills U.S.A. Competition Preparation	3
	WLDT 350	Skills U.S.A. Competition Preparation	3
<b>b) New Program</b>	PSY	Associate in Art in Psychology for Transfer	20
<b>c) Course Mods</b>	BASK 7005A	GED Test Preparation	90-102 hrs
	ESL	The ESL courses are being updated to address TBA scheduling.	
	ESL 532	Writing Skills 1	4
	ESL 535	Writing Skills 2	4
	ESL 538	Writing Skills 3	4



	ESL 541	Writing Skills 4	4
	ESL 550	Grammar 1	3
	ESL 551	Grammar 2	3
	ESL 552	Grammar 3	3
	ECS 115	Caring for Infants and Toddlers	3
	ECS 310	Art for Young Children	0.5
	MT		
	MT 109	Survey of Machining and Manufacturing	4
	MT 110	CNC Principles and Practices 1	4
	MT 111	CNC Principles and Practices 2	4
	PHTO	The photography courses are being updated due to the courses no longer being repeatable.	
	PHTO 120	Materials and Processes	3
	PHTO 130	Advanced Black and White Photography	3
	PHTO 140	Intro to Color Photography	3
	PHTO 170	?	
	PHTO 380	Black and White Photo Lab 1	0.5
	PHTO 381	Black and White Photo Lab 2	1
	PHTO 382	Color Photo Lab 1	0.5
	PHTO 383	Color Photo Lab 2	1
	PHTO 384	Digital Photo Lab 1	0.5
	PHTO 385	Digital Photo Lab 2	1
<b>d) Program Mods</b>	<b>ARCH</b>	<b>AS Degree/Certificate Architecture: Architectural Drafting</b> ARCH 350 is being added to the program's selected units.	40
	<b>AB</b>	Program modifications in the Auto Body Technology department are being made to include a new course. Program units, prefixes, and/or titles are being updated per course modification proposals.	
		<b>AS Degree Auto Body: Auto Body Technology</b> AB 350 is being added to the program's selected units.	23
		<b>Certificate: Auto Body Metal</b> Course listings are being updated per course modification proposal; program units will increase from 18 to 19 units.	19
	<b>AT</b>	Program modifications in the Auto Technology department are being made to include a new course. Program units, prefixes, and/or titles are being updated per course modification proposals.	
		<b>AS Degree Automotive Technology: Automotive Chassis</b> Adding AT 100 to core units; core units decreasing from 27 to 22 units; addition of selected units to program - 8 units minimum; program units increasing from 27 to 30 units.	30
		<b>AS Degree Automotive Technology: Auto Service Management</b> Adding AT 100 to core units; addition of selected units to program - 12 unit minimum; program units are increasing from 24 to 30 units; core units decreasing from 24 to 18 units.	30
		<b>AS Degree Automotive Technology: Auto Tune-Up Diagnostic Procedures</b> Adding AT 100 to core units; addition of selected units to program - 11 unit minimum; program units are increasing from 23 to 30 units; core units decreasing from 23 to 19 units.	30
		<b>AS Degree Automotive Technology: Auto Engine Rebuilding</b>	31

Removing AT 341 from core and adding AT 336 to core; addition of selected units - 12 units minimum; total program units increasing from 19 to 31 units

		<b>Certificate: Automotive Technology General Technician - Tune-Up Emission Control Specialist.</b>	30
		Adding AT 100 to core units; core units decreasing from 33 to 24 units; removing AT 313, 341, and 343 from core; addition of selected units to program - 6 units minimum; program total decreasing from 33 to 30 units; the program title is being modified from Automotive Technology High Tech General Mechanic – Tune-Up Emission Control Specialist.	
		<b>Certificate: Automotive Technology General Technician Engine, Power Trains Specialist</b>	30
		The program title is being changed from Automotive Technology: High-Tech General Mechanic – Engine, Power Trains Specialist; AT 100 is being added to core units; core units decrease from 35 to 24 units; addition of selected units section - 6 units minimum.	
EL		<b>AS Degree/Certificate Electronics Technology: Electronics Technology w/emphasis in Network Maintenance and Digital Technologies</b>	29
		EL 350 is being added to selected units	
ET		<b>Certificate: Engineering Technology: Engineering Drafting</b>	15
		A new course is being introduced to the program's selected units: ET 350; ET 330 is now ET 117.	
ENVT		The public safety department is proposing a program title change from Environmental Technology to more accurately reflect program content. The following programs will be renamed as follows:	
		<b>AS/Cert Environmental Technology will be <u>Environmental Health &amp; Safety</u></b>	30
		<b>Certificate Environmental Technology: HAZWOPER Refresher 8-Hour will be <u>Environmental Health and Safety: HAZWOPER Refresher 8-Hour</u></b>	16
		<b>Certificate Environmental Technology: Health &amp; Safety Technician will be <u>Environmental Health and Safety: Health &amp; Safety Technician</u></b>	1
		<b>Certificate Environmental Technology: Hazardous Materials – General Site Worker will be <u>Environmental Health and Safety: Hazardous Materials – General Site Worker</u></b>	0.5
WLDT		<b>AS Degree/Certificate: Welding Technology</b>	31
		New recommended electives: WLDT 305, WLDT 350; program units are unchanged; update course titles and prefixes per course modification proposals.	
		<b>Certificate Welding Technology: Metal Fabrication</b>	20
		Updated course prefixes and titles per course modification proposals.	
		<b>Certificate Welding Technology: Pipe Welding.</b>	19
		Updated course prefixes and titles per course modification proposals	
e) Request for DL	MT 116	Mastercam Online	3
	MT 301	Introduction to Safety	3
	MT 302	Quality & Process Improvement	3
	MT 303	Manufacturing Processes and Production	3
	MT 304	Maintenance Awareness	2
f) Request for GE	Health & Wellness	PEIA 185	
	AHC GE Area 2A	PSY 112	
	CSU GE D9	PSY 112	
	IGETC 4I	PSY 112	
	MCGS	SOC 120	

- i. A motion was made to recommend 2<sup>nd</sup> readings for adoption. (M/S/P Dempsey/Presher)

g) Committee Actions:

IV. Curriculum – First Reading

Type of proposal	Course Prefix	Course Title	Units	
a) New courses	CBIS/CBOT	New lab courses in computer business info systems and office technology were designed to provide students additional instruction and an opportunity to refine and expand techniques for success in the corequisite course. The courses will be offered as open entry courses. Margaret Warrick and Jody Derry were available to answer questions.		
	CBIS 350	Info Systems Applications Lab	1	
	CBIS 351	Info Systems Lab (1 unit)	1	
	CBIS 352	Info Systems Office Lab	1	
	CBOT 350	Office Tech Procedures Lab	1	
	CBOT 351	Office Tech Software Lab	1	
			COMMITTEE RECOMMENDATIONS: include total contact hours in the appropriate field; use the shorter course title for the Banner course title	
	THEA 198	Topics in Theatrical Performance This course is being created as a special topics shell specific to performance topics and acting top code	0.5-3	
	THEA 199	Topics in Theatre Stagecraft This course is being created as a special topics shell specific to stagecraft topics and top code.	0.5-3	
	b) New Topic	DANC 199A	Workshop in World Dance	3
c) Course Mods	APRN	The apprenticeship course outlines are being modified to bring up-to-date. The courses are part of a program regulated by the California Division of Apprenticeship Standards (DAS) and the Chancellor's Office of California Community Colleges.		
	APRN 481	Electricity	3	
	APRN 484	Plumbing (Pipe Fitters)	3	
	APRN 486	Operating Engineers COMMITTEE RECOMMENDATIONS: include the course prefix, APRN, in the course titles for all three apprenticeship courses; use same course title in Banner and catalog titles; remove the word "apprenticeship" from the discipline; remove references to "year" in course content; if course is repeatable it must be stated on the course outline of record and catalog description; enter the range of total contact hours in the total contact hours field (above the table); add equipment operating license information in limitation on enrollment where appropriate; consider algebra prerequisite course for APRN 484;	3	
	ART 110	Design 1 The course is being modified to align with C-id COMMITTEE RECOMMENDATIONS: ensure that the 4 course objectives listed on the course outline of record include content from all 9 objectives from the C-id descriptor.	3	
	CHEM	The chemistry courses below are being modified to align with C-id descriptors for inclusion in a transfer degree program.		
	CHEM 150	General Chemistry I	5	
	CHEM 151	General Chemistry II	5	
	DRMA	The drama courses are being brought up-to-date.		
	DRMA 101	Applied Professional Acting 1 Limitation on enrollment: completion of program application and procedures for enrollment. The course prefix is being modified to THEA to delineate from open enrollment drama	10	

	courses. COMMITTEE RECOMMENDATIONS: correct the English advisory listed as ENGL 301; include all objectives of the advisory course in advisory skills section	
DRMA 102	Applied Professional Acting 2 Prerequisite: THEA 101 (DRMA 101) Limitation on enrollment: completion of program application and procedures for enrollment. The course prefix is being modified to THEA to delineate from open enrollment drama courses.	10
DRMA 103	Theatre Appreciation The title of the course is being modified to "Introduction to Theatre". COMMITTEE RECOMMENDATIONS: correct the English advisory course listed as ENGL 301; what is the data that supports the need for this course	3
DRMA 110	History of the World Theatre 1 The title of the course is being modified to History of World Theater 1; the grading option is being modified to letter grade or p/np option; submit GE proposal due to modified course objectives; include specific assignments in outside assignments	3
DRMA 111	History of the World Theatre 2 The title of the course is being modified to History of World Theater 2; the grading option is being modified to letter grade or p/np option; include specific assignments in outside assignments	3
DRMA 120	Advanced Professional Acting 1 Prerequisite: THEA 101 (DRMA 101) Limitation on enrollment: completion of program application and procedures for enrollment. The course prefix is being modified to THEA to delineate from open enrollment drama courses. COMMITTEE RECOMMENDATIONS: complete the requisite analysis and validation	10
DRMA 121	Advanced Professional Acting 2 Prerequisite: THEA 120 (DRMA 120) Limitation on enrollment: completion of program application and procedures for enrollment. The course prefix is being modified to THEA to delineate from open enrollment drama courses. COMMITTEE RECOMMENDATIONS: complete the requisite analysis and validation	10
DRMA 124	Scenery Stagecraft Advisory: eligibility for MATH 311 The title of the course is being modified to Stagecraft; the English advisory courses are being removed; the grading option is being changed to letter grade or p/np option; lecture hours changing from 2 to 1 and lab hours changing from 1 to 4 hours; the course units will increase to 3 units. COMMITTEE RECOMMENDATIONS: change the advisory course to include the desired entrance skills (eligibility for MATH 311 would include lower level math entrance skills); revise the catalog description to describe the course content, e.g. catalog description states that some content "MAY" be included, but this content clearly appears in the course content and in the adopted textbook; meeting C-ID is not a requirement for this course (no comparable AA/AS degree at Hancock); Requisite Analysis and Validation info needed, course doesn't appear in any certificate .and the course has not been offered in the last 4 years, not in the next 2. (Sunset report?)	2
DRMA 126	Script Analysis for Technicians Advisory: eligibility for ENGL 100 or 101 The title of the course is being modified to "Script Analysis"; the course units are increasing from 2 to 3 units due to additional objectives and contact hours; letter grade only will change to letter grade or p/np option. COMMITTEE RECOMMENDATIONS: meeting C-ID is not a requirement for this course (no comparable AA/AS Degree at Hancock); requisite analysis and validation info needed; course doesn't appear in certificates, Not offered in last 4 years, not in the next 2. (Sunset report?) The course prefixes and course outlines for welding are being updated (previously 359 Institutes). The courses listed are being modified from 0.5 units to 1 unit.	2
WLDT		
WLDT 309	Mini MIG (GMAW)	0.5
WLDT 317	Ornamental Iron 1	0.5
WLDT 318	Welding and Metal Sculpture	0.5
WLDT 319	Blacksmithing Projects	0.5
WLDT 333	Welding Certification-SMAW	0.5
WLDT 334	Welding certification – GMAW	0.5

	WLDT 335	Flux Core Arc Welding	0.5
<b>d) Program Mods</b>	DRMA	Certificate of Achievement in Drama: Acting The program listing is being updated to reflect changes in course modification proposals; the title of the program is being modified to "Professional Acting"	78
	DRMA	Certificate of Achievement in Drama: Design/ Technical Theatre The program listing is being updated to reflect changes in course modification proposals; the title of the program is being modified to "Design and Technical Theatre"	64.5
	GRPH	A.S. degree in Applied Design/Media: Graphics GRPH 117 is being added to the core units; GRPH 120 is being moved from core units to selected units.	35
	MT	A.S. and Certificate of Achievement in Machining and manufacturing	25
<b>e) Textbook Change</b>	ASTR 100	Elementary Astronomy	3
<b>f) Request for AHC GE</b>	Area 2A	DRMA 103 (DRMA 110 and 111 GE area 2A proposals were withdrawn) DRMA 111	
	Area 3		
	Area 4a		
	Area 4B		
<b>g) Committee actions:</b>		i. A motion was made to recommend 1 <sup>st</sup> readings for consideration. (M/S/P Dempsey/Lennihan)	
		ii. A motion was made to approve content review of requisites. (M/S/P Lennihan/VanderMolen)	

**V. Curriculum – Other**

- a) AP&P Summary Report Review for the March Board  
Committee Action – a motion was made to approve the curriculum summary report as corrected. (M/S/P – Dempsey/VanderMolen)

**VI. Public Remarks**

*The section of the agenda is intended for members of the public to address the committee on items involving curriculum development and approval. Time limits and procedures to address the committee apply to this part of the agenda. Public comment not pertaining to specific agenda items is welcome under this section as well. When public remarks are completed regarding a specific agenda item, discussion is then confined to committee members only. This practice is in accordance with the Brown Act.*

**VII. Reports**

- a) AP&P Representatives
- b) AP&P Chair
- c) Administration
- d) Admissions and Records
- e) Counseling/Matriculation
- f) Articulation
- g) Curricunet
- h) Support

**VIII. Call for Future Agenda Items**

- IX.** The meeting was adjourned at 4:00 pm (M/S/P – Maxwell/Lennihan)

**X.**

**b) Corrections**

Non Credit	Request to Correct Non-Credit Course Prefixes at the State Level	
	CURRENT	PROPOSED
CB01: Dept #	CB02: Course Title	CBO1: Dept #
9733F2SPAN	SPAN 720	NESL 7020A
9732F2ENGLI	ENG 702	BASK 7002A
9726J2INDISC	INDISC 700	BASK 7003A
9735B2INDISC	INDISC 750	BASK 7005A
9693J2PERSO	PD 711	BASK 7008A
9469B2MATH	MATH 711	BASK 7011A
Math 714	Mathematics Lab	BASK 7014
9239J4PERSO	PD 741	CITZ 7000A
9021J5PERSO	PD 761	DISA 7001A
9100D9PHYSE	PE 742	HEAL 7002A
9102D9PHYSE	PE 771	HEAL 7004B
9103D9PHYSE	PE 772	HEAL 7005B
	Balance and Mobility for Older Adults	HEAL 7021
PE 792	H ED 781	HEAL 7101
9468D9HEALE	PSYCH 770	HEAL 7104
9734D9PSYCH	Living with Food Allergies	HEAL 7106
9790	Meals for Home Entertainment	HOEC 7004
9755	HO EC 724	HOEC 7005
9694F8HOME	HO EC 723	HOEC 7023
9183I8HOME	HO EC 724	HOEC 7024
9088I8HOME	Dealing with Anger (Family)	HOEC 7301
9783	ENGLI 721	ENGLI 7001T
9658F3ENGLI	ENGLI 722	NESL 7002T
9659F3ENGLI	ENGLI 731	NESL 7003T
9660F3ENGLI	ENGLI 732	NESL 7004T
9661F3ENGLI	ENGLI 741	NESL 7005T
9662F3ENGLI	ENGLI 742	NESL 7006T
9663F3ENGLI	ENGLI 751	NESL 7007T
9664F3ENGLI	ENGLI 752	NESL 7008T
9665F3ENGLI	ENGLI 760	NESL 7060T
9654F3ENGLI	Topics for Older Adults: Natural History of the Central Coast	OLDR 7000
9787	Topics for Older Adults	OLDR 7001A
9786	Film Appreciation for Older Adults	OLDR 7005
Film 700	ART 759	OLDR 7101A
9206C7ART	ART 755	OLDR 7206A
9109C7ART	Art: Botanical Illustration	OLDR 7209A
OLDR 7209A	ART 731	OLDR 7211A
9225C7ART	ART 732	OLDR 7212A
9718C7ART	ART 733	OLDR 7213A
9110C7ART	Digital Photography for Older Adults	OLDR 7300B
9785	Digital Camera Basics Level 2	OLDR 7301B
OLDR 7301B	ECS 704	PARN 7002A
9670I1EARLY	AJ 720	VOCE 7004
9743E6IT	DA 701	VOCE 7019
9742G6DENTA	PD 708	VOCE 7031A
9736J6PD	WLD T 701	VOCE 7034A
9006E6WELDI	Computers & You Level 2	VOCE 7101A
COM SCI 703	Computers & You Level 3	VOCE 7102A
COM SCI 704	Computer Applications (Word Processing)	VOCE 7105A
VOCE 7105A	Computer Apps: Spreadsheet	VOCE 7107A
VOCE 7107A	OA 702	VOCE 7108A
9002A6OFFIC	Floral Design - Beyond the Basics	VOCE 7401B
VOCE 7401	Floral Design-Beyond the Basics II	VOCE 7402B
VOCE 7402	Floral Design for Special Events	VOCE 7404B
VOCE 7404	Introduction to Income Tax	VOCE 7502
9796		

	CURRENT		PROPOSED
	Preparation		
9769G6LIFEP	AGBUS 731	VOCE 7600B	Roses: Insects and Diseases
9770G6LIFEP	AGBUS 731	VOCE 7602B	Pruning Techniques
	Plant Selection for Residential		
VOCE 7608	Landscaping	VOCE 7608B	Residential Plant Selection
VOCE 7612B	Gardening: Specialty Plants	VOCE 7612B	Gardening w/ Specialty Plants
VOCE 7618	Easy Plant and Lawn Care	VOCE 7618B	Easy Plant and Lawn Care
VOCE 7620	Landscape Design	VOCE 7620B	Landscape Design
9075A0PERSO	PD 768	WKPR 7000	Planning Your Next Job/Career
9076A0PERSO	PD 769	WKPR 7001	Planning a Job Search
9082A0PERSO	PD 770	WKPR 7002	Impression Management
9682F9HOME	HO EC 720	HOEC 7303	Heart Disease Prevention
VOCE 7405	Floral: Seasonal Celebrations	VOCE 7405B	Floral Seasonal Celebrations

# Academic Policy & Planning Committee Meeting Minutes

## Meeting: Thursday, March 13, 2014 – Location G-106 – 2:00 PM

### VOTING MEMBERS

X Chair – Sofía Ramírez-Gelpí	A Industrial Technology – Robert Mabry
X Applied Social Sciences – Judith Dal Porto	X Languages & Communication – Melinda Nishimori
X Business – Carmen Montañez-Rodríguez	X Life and Physical Sciences – Rob Lennihan
X Counseling – Lydia Maxwell	X Mathematics Sciences – Derek Mitchem
X English – Jennifer Jozwiak	X Academic/Student Affairs – Sandra Bierdzinski
X Fine Arts – Michael Dempsey	A Public Safety – Mike Messina
X Kinesiology, Rec & Athletics – Sheri Bates	X Social & Behavioral Sciences – Tom VanderMolen
X Health Sciences – Larry Manalo	X Student Representative – Nick Presher

### NON-VOTING MEMBERS

X Curriculum Specialist – Rebecca Andres  
 X Admissions & Records – Janet Hooghuis  
 X Articulation – David DeGroot  
 VP, Academic Affairs – Luis Sánchez  
 Community Education – vacant

### INVITEES

Dean, Academic Affairs – Roanna Bennie	Dean, Academic Affairs – Ardis Neilsen
Dean, Academic Affairs – Paul Murphy	Dean, Matriculation/Counseling – vacant
Dean, Academic Affairs – Nancy Meddings	Dean, Extended Campus – Rick Rantz
Dean, Student Services – Robert Parisi	Associate Dean/Athletic Director – Kim Ensing

### OTHER:

Karen Tait, past AP&P Chair  
 Part-Time Faculty Union – Danielle Blanchard  
 Guests:  
 Lucerito Olivera, David Passage, Bob Weir,  
 Christine Reed

## I. Approval of Minutes

- a) **Action:** a motion was made to approve the minutes of the March 6, 2014. M/S Dempsey/Manalo  
 Ayes: DalPorto, Montanez-Rodriguez, Maxwell, Jozwiak, Dempsey, Bates, Manalo, Nishimori, Lennihan, Mitchem, Bierdzinski, Messina, VanderMolen, Presher  
 No's: none  
 Abstentions: none  
 The minutes were approved as written.

## II. Approval of the Agenda

- a) **Action:** a motion was made to approve the agenda as distributed. M/S Dempsey/Manalo  
 Ayes: DalPorto, Montanez-Rodriguez, Maxwell, Jozwiak, Dempsey, Bates, Manalo, Nishimori, Lennihan, Mitchem, Bierdzinski, Messina, VanderMolen, Presher  
 No's: none  
 Abstentions: none  
 The agenda was approved as written.

## III. Curriculum – 2<sup>nd</sup> Reading (Consent Items)

- a) **Action:** a motion was made to recommend second readings for adoption: M/S Lennihan/Dempsey  
 Ayes: DalPorto, Montanez-Rodriguez, Maxwell, Jozwiak, Dempsey, Bates, Manalo, Nishimori, Lennihan, Mitchem, Bierdzinski, Messina, VanderMolen, Presher  
 No's: none  
 Abstentions: none  
 The motion to recommend second readings for adoption was passed.

Prefix & number	Course title & units	Type of proposal
THEA 198	Topics in Theatrical performance (0.5-3 units)	New course
THEA 199	Topics in Theatre Stagecraft (0.5-3 units)	New course
DRAMA	Certificate of Achievement in Theatre: Acting (78 units)	Program Mod – title change
DRAMA	Certificate of Achievement in Theatre: Design/ Technical Theatre (64.5 units)	Program mod – title change
GRAPHICS	A.S. degree in Applied Design/Media: Graphics (35 units)	Program mod – adding GRPH 117 to core classes



MACHINE TECH	Machining and Manufacturing (30 units)	Program mod – renaming of course prefixes; increase of program units to 30 units
APRN 481	Electricity (3 units)	Course mod
APRN 484	Plumbing (Pipe Fitters) (3 units)	Course mod
APRN 486	Operating Engineers (3 units)	Course mod
ASTR 100	Elementary Astronomy (3 units)	Textbook Change
CBIS 350	Information Systems Applications Lab (1 unit)	New course
CBIS 351	Information Systems Lab (1 unit)	New course
CBIS 352	Information Systems Office Lab (1 unit)	New course
CBOT 350	Office Technology Procedures Lab (1 unit)	New course
CBOT 351	Office Technology Software Lab (1 unit)	New course
CHEM 150	General Chemistry I (5 units)	Course mod as per C-ID
CHEM 151	General Chemistry II (5 units)	Course mod as per C-ID
Non Credit Courses	(Listing attached separately – see agenda appendix)	Request to Correct Non-Credit Course Prefixes at the State Level
DANC 199A	Workshop in World Dance (3 units)	New Topic
WLDT 309	Mini MIG (GMAW) (1 unit)	Course mod – increase from 0.5 – 1 unit
WLDT 317	Ornamental Iron 1 (1 unit)	Course mod – increase from 0.5 – 1 unit
WLDT 318	Welding and Metal Sculpture (1 unit)	Course mod – increase from 0.5 – 1 unit
WLDT 319	Blacksmithing Projects (1 unit)	Course mod – increase from 0.5 – 1 unit
WLDT 333	Welding Certification-SMAW (1 unit)	Course mod – increase from 0.5 – 1 unit
WLDT 334	Welding certification – GMAW (1 unit)	Course mod – increase from 0.5 – 1 unit
WLDT 335	Flux Core Arc Welding (1 unit)	Course mod – increase from 0.5 – 1 unit
GRPH 127	History of Graphic Design (3 units)	New course (needed for transfer degree)

#### IV. Curriculum – First Readings

- a) **Action:** a motion was made to recommend first readings for consideration. M/S Dempsey/Manalo  
**Ayes:** DalPorto, Montanez-Rodriguez, Maxwell, Jozwiak, Dempsey, Bates, Manalo, Nishimore, Lennihan, Mitchem, Bierdzinski, Messina, VanderMolen, Presher  
**No's:** none  
**Abstentions:** none  
The motion to recommend first readings for consideration was passed.

Prefix & number	Course title (units)	Type of proposal
AS Degree	A.S. in Applied Design/Media: Photography	Program Mod Program mod due to change to PHTO 170A
DA 327	Dental Screening (0.5 units)	Course mod to remove TBA Lab
PHSC 111	Matter, Energy and Molecules (4 units)	Course mod as per C-ID

PHSC 112	Earth and the Universe (4 units)	Course mod as per C-ID
ECS/ED UC 132	Child Identity and Learning (3 units)	Textbook Change
ECS/ED UC 130	Exploring Teaching (3 units)	Mod course as per C-ID
BIOL 124	Human Anatomy (4 units)	Textbook edition change
CHEM 110	Chemistry and Society (4 units)	Course mod as per C-ID

## V. Public Remarks

*The section of the agenda is intended for members of the public to address the committee on items involving curriculum development and approval. Time limits and procedures to address the committee apply to this part of the agenda. Public comment not pertaining to specific agenda items is welcome under this section as well. When public remarks are completed regarding a specific agenda item, discussion is then confined to committee members only. This practice is in accordance with the Brown Act.*

None

## V. Curriculum – Second Reading (Consent)

- a) **Action:** a motion was made to recommend second readings for adoption. M/S Dempsey / Lennihan

Ayes: DalPorto, Montanez-Rodriguez, Maxwell, Jozwiak, Dempsey, Bates, Manalo, Nishimori, Lennihan, Mitchem, Bierdzinski, Messina, VanderMolen, Presher

No's: none

Abstentions: none

The motion to recommend second readings for adoption was passed.

Prefix & number	Course title & units	Type of proposal
AS Degree	A.S. in Applied Design/Media: Photography	Program Mod Program mod due to change to PHTO 170A
DA 327	Dental Screening (0.5 units)	Course mod to remove TBA Lab
PHSC 111	Matter, Energy and Molecules (4 units)	Course mod as per C-ID
PHSC 112	Earth and the Universe (4 units)	Course mod as per C-ID
ECS/ED UC 132	Child Identity and Learning (3 units)	Textbook Change
ECS/ED UC 130	Exploring Teaching (3 units)	Mod course as per C-ID
BIOL 124	Human Anatomy (4 units)	Textbook edition change
CHEM 110	Chemistry and Society (4 units)	Course mod as per C-ID

## VII. Reports

- a) Other – a report from the faculty association on the request for AP&P reassigned time was given by Christine Reed.
- b) Actions: A motion was made to approve the March 18 summary report and the April 15 summary report.  
 Ayes: DalPorto, Montanez-Rodriguez, Maxwell, Jozwiak, Dempsey, Bates, Manalo, Nishimori, Lennihan, Mitchem, Bierdzinski, Messina, VanderMolen, Presher  
 No's: none  
 Abstentions: none
- c) A motion was made to suspend all AP&P business until the reassigned time issue was resolved.  
 Ayes: DalPorto, Montanez-Rodriguez, Maxwell, Jozwiak, Dempsey, Bates, Manalo, Nishimori, Lennihan, Mitchem, Bierdzinski, Messina, VanderMolen, Presher  
 No's: none  
 Abstentions: none

## IX. Call for Future Agenda Items

## X. Call to Adjourn



**Corrections to  
Non Credit  
Course  
Prefixes**

Non Credit	Request to Correct Non-Credit Course Prefixes at the State Level			
	CURRENT		PROPOSED	
CB01: Dept #	CB02: Course Title	CBO1: Dept #	CBO2: Course Title	
9733F2SPAN	SPAN 720	NESL 7020A	Spanish Literacy	
9732F2ENGLI	ENG 702	BASK 7002A	Community Based Eng. Tutoring	
9726J2INDISC	INDISC 700	BASK 7003A	Reading, Writing, and Math	
9735B2INDISC	INDISC 750	BASK 7005A	Preparing for the GED Tests	
9693J2PERSO	PD 711	BASK 7008A	Success in College Lab	
9469B2MATH	MATH 711	BASK 7011A	Basic Math	
Math 714	Mathematics Lab	BASK 7014	Mathematics Lab	
9239J4PERSO	PD 741	CITZ 7000A	Preparation for Citizenship	
9021J5PERSO	PD 761	DISA 7001A	Independent Living Skills	
9100D9PHYSE	PE 742	HEAL 7002A	Body Conditioning	
9102D9PHYSE	PE 771	HEAL 7004B	Beginning Senior Exercise	
9103D9PHYSE	PE 772	HEAL 7005B	Intermediate Senior Exercise	
	Balance and Mobility for Older Adults			
PE 792	Adults	HEAL 7021	Balance and Mobility	
9468D9HEALE	H ED 781	HEAL 7101	Mature Driver Improvement	
9734D9PSYCH	PSYCH 770	HEAL 7104	Stress Management	
9790	Living with Food Allergies	HEAL 7106	Living with Food Allergies	
9755	Meals for Home Entertainment	HOEC 7004	Meals for Home Entertainment	
9694F8HOME	HO EC 724	HOEC 7005	Healthy Meals in 30 Minutes	
9183I8HOME	HO EC 723	HOEC 7023	Vegetarian Cooking	
9088I8HOME	HO EC 724	HOEC 7024	Microwave Cooking	
9783	Dealing with Anger (Family)	HOEC 7301	Dealing With Anger	
9658F3ENGLI	ENGLI 721	NESL 7001T	Intro to English A1	
9659F3ENGLI	ENGLI 722	NESL 7002T	Intro to English A2	
9660F3ENGLI	ENGLI 731	NESL 7003T	Intro to English B1	
9661F3ENGLI	ENGLI 732	NESL 7004T	Intro to English B2	
9662F3ENGLI	ENGLI 741	NESL 7005T	Intro to English C1	
9663F3ENGLI	ENGLI 742	NESL 7006T	Intro to English C2	
9664F3ENGLI	ENGLI 751	NESL 7007T	Intro to English D1	
9665F3ENGLI	ENGLI 752	NESL 7008T	Intro to English D2	
9654F3ENGLI	ENGLI 760	NESL 7060T	ESL Instructional Lab	
	Topics for Older Adults:			
	Natural History of the Central Coast			
9787	Coast	OLDR 7000	Natural History: Central Coast	
9786	Topics for Older Adults	OLDR 7001A	Topics for Older Adults	
Film 700	Film Appreciation for Older Adults	OLDR 7005	Film Appreciation	
9206C7ART	ART 759	OLDR 7101A	Crafts for Seniors	
9109C7ART	ART 755	OLDR 7206A	Tole Painting	
OLDR 7209A	Art: Botanical Illustration	OLDR 7209A	Botanical Illustration	
9225C7ART	ART 731	OLDR 7211A	The Joy of Drawing	
9718C7ART	ART 732	OLDR 7212A	Watercolor Painting	
9110C7ART	ART 733	OLDR 7213A	Painting in Oils and Acrylics	
	Digital Photography for Older Adults			
9785	Adults	OLDR 7300B	Digital Photography, Level 1	
OLDR 7301B	Digital Camera Basics Level 2	OLDR 7301B	Digital Photography, Level 2	
9670I1EARLY	ECS 704	PARN 7002A	Topics of Parenting	
9743E6IT	AJ 720	VOCE 7004	Driving and Force Simulation	
9742G6DENTA	DA 701	VOCE 7019	RDA State Board Exam Prep	
9736J6PD	PD 708	VOCE 7031A	Career Lab	
9006E6WELDI	WLD T 701	VOCE 7034A	Welding Lab	
COM SCI 703	Computers & You Level 2	VOCE 7101A	Computers and You: Level 2	
COM SCI 704	Computers & You Level 3	VOCE 7102A	Computers and You: Level 3	
	Computer Applications (Word Processing)			
VOCE 7105A	Computer Apps: Spreadsheet	VOCE 7105A	Introduction to Microsoft Word	
VOCE 7107A	OA 702	VOCE 7107A	Introduction to Excel	
9002A6OFFIC	Floral Design - Beyond the Basics	VOCE 7108A	Business Skills Lab	
VOCE 7401	Floral Design-Beyond the Basics	VOCE 7401B	Floral Design: Beyond Basics	
VOCE 7402		VOCE 7402B	Floral Design: Beyond Basics II	

	CURRENT		PROPOSED
	II		
VOCE 7404	Floral Design for Special Events	VOCE 7404B	Floral Design: Special Events
9796	Introduction to Income Tax Preparation	VOCE 7502	Intro to Tax Preparation
9769G6LIFEP	AGBUS 731	VOCE 7600B	Roses: Insects and Diseases
9770G6LIFEP	AGBUS 731	VOCE 7602B	Pruning Techniques
VOCE 7608	Plant Selection for Residential Landscaping	VOCE 7608B	Residential Plant Selection
VOCE 7612B	Gardening: Specialty Plants	VOCE 7612B	Gardening w/ Specialty Plants
VOCE 7618	Easy Plant and Lawn Care	VOCE 7618B	Easy Plant and Lawn Care
VOCE 7620	Landscape Design	VOCE 7620B	Landscape Design
9075A0PERSO	PD 768	WKPR 7000	Planning Your Next Job/Career
9076A0PERSO	PD 769	WKPR 7001	Planning a Job Search
9082A0PERSO	PD 770	WKPR 7002	Impression Management
9682F9HOME	HO EC 720	HOEC 7303	Heart Disease Prevention
VOCE 7405	Floral: Seasonal Celebrations	VOCE 7405B	Floral Seasonal Celebrations